

# Warden Responsibilities

1. Appoint an Alternate Warden from the list of U.S. citizens in your warden zone. With the Alternate Warden, agree how you will operate the warden notification system within your warden zone. Notify each other if one of you will be absent or out of the country. If both of you will be away at the same time, please designate a second alternate and immediately notify the Warden Coordinator in the Embassy's Consular Section by e-mail [ACSKhartoum@state.gov](mailto:ACSKhartoum@state.gov). In your message, please provide the alternate warden's name, address, and contact numbers, and length of time that s/he will cover during your absence. This way, the warden zone will be covered at all times.
2. Regularly update the list of names, street addresses, phone/fax numbers, and e-mail addresses of U.S. citizens in your warden zone. Report all changes to the Embassy's Warden System coordinator at the above e-mail address.
3. Distribute messages for American citizens relayed from the Embassy to the members of your warden zone. Messages will be relayed to you via e-mail or telephone. Arrange the fastest mode of dissemination of information possible in your warden zone, (this might include forwarding the Warden e-mail to a group e-mail list, depending on the distribution of citizens within your zone).
4. Messages for American citizens relayed from the Embassy to you may be non-emergency in nature, such as information on absentee voting or income tax issues. Please use these non-emergency notices to perfect and streamline your warden notification system.

## **In the event of an emergency:**

- Remain at home or office for e-mails or telephone calls. If possible, the Embassy will e-mail information directly to your e-mail address. You can then distribute this message by the means you have previously set up. In addition, identical information will promptly appear (if appropriate) on the [Embassy's webpage](#). Wardens who do not have Internet access can call +249-1-870-2871
- Distribute messages from the Embassy regarding the status of the emergency and suggested actions to be taken. Messages must be transmitted verbatim without interpreting or expanding the message.
- Coordinate with Embassy personnel in choosing assembly areas and movement routes, should it be necessary to move people to a central location to facilitate communication, documentation, and/or evacuation. During an emergency, the Embassy will supply wardens with additional emergency contact numbers to boost the communication link between the Embassy and wardens.